

**15 February 2005  
Expires: 15 February 2007**

**AFCI-IC (25-2)**

**MEMORANDUM FOR Chiefs, Primary and Special Staff Agencies**

**SUBJECT: System Administrator Acceptable Use Policy for FORSCOM  
Command and Control System (FCCS)**

**1. References:**

- a. Army Regulation 25-2, Information Assurance, 14 November 2003.**
- b. Army Regulation 25-1, Army Knowledge Management and Information  
Technology Management, 30 June 2004.**

**2. It is the responsibility of the FORSCOM Deputy Chief of Staff, G-6, Information Technology Services Division to provide operational and maintenance support for all components of the FCCS. To ensure reliability, availability, and supportability of all systems and data on the FCCS internal network, the following guidelines are issued with regard to System Administrator and User rights for FCCS components.**

**3. By definition, user rights are rules that determine the actions a user can perform on systems supported by the Windows Platform. System Administrators have elevated rights and privileges allowing complete access and authority to the system to which they administer. Caution is advised when issuing administrative rights, as destruction of network resources may occur with novice or untrained users.**

**4. Guidelines for System Administrator rights:**

- a. Domain Administrators. System Administrator rights with domain controller authority is limited to the G-6, Information Technology Services Division, Contract Services Branch only. The Domain Administrator account password will be tightly controlled and issued by signature only from the Information Assurance Security Officer (IASO). The Information Technology Services Division, Contract Services Branch Chief or his/her designee must approve access to this account.**

b. Local Administrators. Members of a server or workstation local administrators group have complete authority over the workstation on which the group resides. System Administrator rights for local workstations are limited to the FCCS Support Team. Exception to this policy may be granted upon request. Exception to policy should be forwarded through the Information Management Officer (IMO) channels to the Contract Services Branch. The following are guidelines for exception to policy approval:

(1) Microsoft Certified Professional (MCP) certification or Level I IASO Training (online website at Fort Gordon <http://ia.gordon.army.mil/iaso/>) meets the minimum requirement to obtain Administrator privileges.

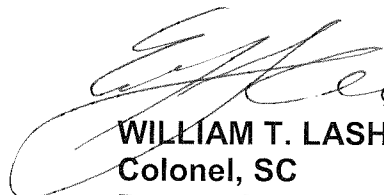
(2) MCP certified personnel have demonstrated in-depth knowledge of at least one Microsoft operating system and Level I trained personnel have acquired the basic tools used to identify security standards for Department of the Army Information Systems.

(3) Users who have obtained MCP or Level I status may be granted local administrative rights to their Windows workstation or server.

c. Developers Group. Members of the G-6 Command Data Support Branch or other such development groups may be granted local administrative rights to their workstations by following procedures for minimum requirements stated in paragraph 4b.

5. Should the user require FCCS Support Team assistance to rebuild or return a workstation or server to operational status, the users' local administrative rights may be revoked if it is determined that failure of the Information System was due to the user negligence. Final authority for revoking user administrative rights is the Designated Approving Authority (DAA). (All exceptions granted to this policy are granted by the DAA).

6. For additional information or assistance, please contact your staff IMO or the FCCS Customer Support Center, 464-2222.



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